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"The Link To A Trained And Ready Force"

DA Form 1059 Preparation Module

Home • Initiator • ToDo List • Set Up a Template • Help • AR 623-3 • ATRRS Help Desk • ATRRS Homepage

DA Form 1059 Preparation Module

Please enter your AKO login information										
AKO User Name: AKO Password: Log On										
*Your User Name is the first half of your AKO email address (e.g. if your email address is first.last@us.army.mil then your User Name is first.last).										

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DoD Warning and Usage Statement

Initiator Page





"The Link To A Trained And Ready Force"

DA Form 1059 Preparation Module

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Current Classes

	Date						
FY	School	Course	Phase	Class	Start Date	End Date	
2005	171	2-17-C23 (DL)	1	005	3/1/2005 12:00:00 AM	6/30/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	006	4/1/2005 12:00:00 AM	7/31/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	007	5/2/2005 12:00:00 AM	8/31/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	800	6/1/2005 12:00:00 AM	9/29/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	009	7/1/2005 12:00:00 AM	10/31/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	010	8/1/2005 12:00:00 AM	11./30/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	011	9/1/2005 12:00:00 AM	12/15/2008 12:00:00 AM	View Roster
1							

			Choose a different class:			
FY:	School:	Course:		Phase:	Class:	View Roster

The Current Classes list displays classes that are currently in session or ended within the last week. If the class you want is not displayed, then enter the FY, School, Course, Phase, Class and click the View Roster button.

Initiator Views Roster

Current Classes

Sort By: O Start Date O End Date

FY	School	Course	Phase	Class	Start Date	End Date	
2005	171	2-17-C23 (DL)	1	005	3/1/2005 12:00:00 AM	6/30/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	006	4/1/2005 12:00:00 AM	7/31/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	007	5/2/2005 12:00:00 AM	8/31/2006 12:00:00 AM	<u>View Ingster</u>
2005	171	2-17-C23 (DL)	1	008	6/1/2005 12:00:00 AM	9/29/2006 12:00:00 AM	<u>View Nester</u>
2005	171	2-17-C23 (DL)	1	009	7/1/2005 12:00:00 AM	10/31/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	010	8/1/2005 12:00:00 AM	11/30/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	011	9/1/2005 12:00:00 AM	12/15/2006 12:00:00 AM	View Roster
1							

Chana	~ 46	ffara	~ + ~	
Choose	a ui		III G	1055.

FY:	School:	Course:	Phase:		Class:		View Roster
-----	---------	---------	--------	--	--------	--	-------------

FY: 2005 SCH: 171 CRS: 2-17-C23 (DL) Phase: 1 CLS: 007

Name	Status	Version	Remarks	DA Form 1059 Location	As of Date	
CHAYE BRYAN L						Open DA Form 1059
KRESS RYAN A						Open DA Form 1059
1						

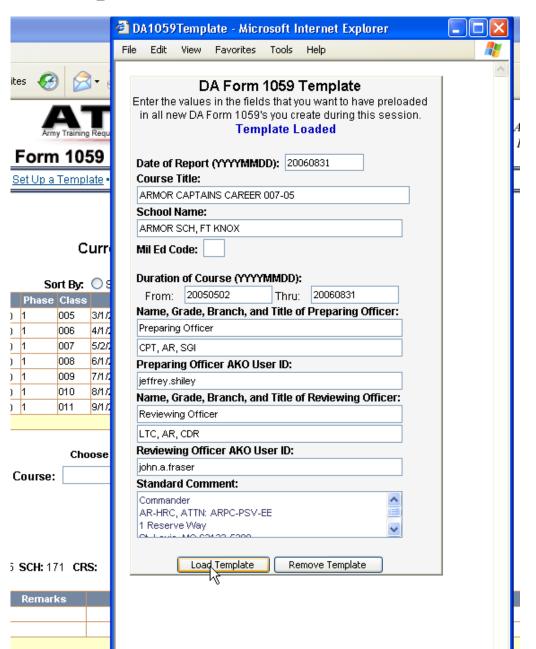




The roster displays students who have been input in the class. If a DA Form 1059 record has already been created, then the current status, version, remarks, and the current user will be displayed as well.

Set up a template in order to populate standard data in all new DA Form 1059s created for this class during this browser session. The ability to add standard comments has been added. This is intended only to be used for adding a standard bullet comment that may be required for each student in the class.

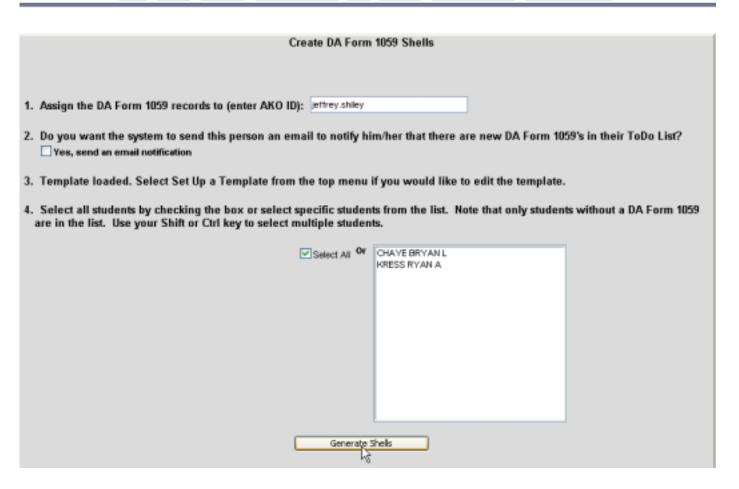
Template



Generate Shells

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Generate a shell for all or specific students in the class. All DA Form 1059's will be created with the new version of the form. If a template is loaded, that information will appear on every DA Form 1059 record created during this process. The DA Form 1059 record will appear in the ToDo list for whomever is entered in item 1.



Preparing Officer ToDo List

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Working DA Form 1059's

Version	Name	Соигѕе	Class	Remarks	Date Assigned	Class End Date	
NOV77	BROWN SEAN M	2-17-C22	003		6/20/2006 3:47:25 PM	2004-10-01	Open DA Form 1059
NOV77	BURNS EDWARDD L	2-17-C22	003		7/16/2004 8:12:55 AM	2004-10-01	Open DA Form 1059
NOV77	DUFF JARED R	2-17-C22	003		8/11/2004 7:15:49 PM	2004-10-01	Open DA Form 1059
NOV77	FORD ROBERT	2-17-C22	003		8/11/2004 7:15:49 PM	2004-10-01	Open DA Form 1059
NOV77	GANCI DANIEL M JR	2-17-C22	003		8/11/2004 7:15:49 PM	2004-10-01	Open DA Form 1059
1 <u>2</u>							

Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	
MAR2006	CHAYE BRYAN L	2-17-C23 (DL)	007		6/29/2006 9:42:28 PM	20060831	Open DA Form 1059
MAR2006	KRESS RYAN A	2-17-C23 (DL)	007		6/29/2006 9:42:28 PM	20060831	Open DA Form 1059
1							

Forwarded DA Form 1059's

Version	Name	Course	Class	Forwarded To	Date Forwarded	Class End Date	
NOV77	BROWN SEAN M	2-17-C22	003	jeffrey.shiley@us.army.mil	6/20/2006 3:47:25 PM	2004-10-01	Reroute DA Form 1059
1							

DA Form 1059's Pending Signature

Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	
NOV77	CARTER JOHN F	2-17-C22	003		6/20/2006 10:09:52 AM	2004-10-01	Sign DA Form 1059
1							

Note that the any old versions that are still being worked are still present and can still be completed using the old process. The Preparing Officer can click the Open DA Form 1059 link to open and edit the record.

DA1059 Block 1-10

Home - Initiator - ToDo List	 Set Up a Template - Help - AF 	R 623-3 • ATRRS	Help Desk• <i>l</i>	ATRRS F	lomepage	
Work Flow:	■ Blocks 1 - 10 • ■ Blocks	11 - 14 • 👿 Bloc	k 15 • 🔲 Sig	ned		
Actions: View	Entire Form • Save & Forward	Request Signa	tures • Prin	t View		
CHAYE BRYAN L Current Status:	Morking					
CHAYE BRYAN L Current Status:	TTUIKING					
SERVICE SCHOO	L ACADEMIC EVALUATION	REPORT			Date (YYYYMMD)))
For use of this form, see	AR 623-1; the proponent agency is N	AILPERCEN			20060831	
Last Name - First Name - Middle Initial	2. SSN	3. 0		4. DR	5. Specialty/MOS	
CHAYE BRYANL	2.0011	CPT		AR	12A	*
8. Course Title		7. Name of School				ARNG V
ARMOR CAPTAINS CAREER 007-05		ARMOR SCH, FT I	WOX			MKING Y
9. Referred Report		10.1	Duration of Cour	se (111111)	MMDD)	
		Fron	20050502		Thru: 20060831	
○ Vest ⊙ No		Fron	20050502		11114; 20000031	
	Save ((Vorl					
	- Save Work					

See AR 623-3 for specific instructions on each form field. Referred reports may be created online, but need to be printed, signed and distributed manually.

DA1059 Block 11-14

Work Flow: ■ Blocks 1 - 10	. ■ Blocks 11 · 14 · ▼ Block 15 · ■ Signed
Actions: View Entire Form • Se	we & Forward • Request Signatures • Print View
CHAYE BRYAN L Current Status: Working	
11. Performance Summary a. O Exceeded Cource Standards (Limited to 20% of class encollment) b. O Adhieved Cource Standards	12. Demonstrated Abilities a. Written Communication Slot Embased OUNSAT SAT Superior b. Oral Communication Not Embased OUNSAT SAT Superior c. Leaderhip Skills
c. O Maginally schieved Course Standards d. Palled to schieve Course Standards *Rating must be supported by comments in ITEM 14	Set Embased
remnunication skills and abilities. The naturalive should also discuss broader as particular, comments should be made if the student failed to respond to reconstructed a high degree of improvement through o Displayed a positive attitude. o Willingly shared knowledge with his peers.	that will accurately and completely potray academic performance, intellectual qualities, and aspects of the student's potential; leadership capabilities, moral and overall professional qualities, ommendations for improving academic or personal attains.)
o Performed in-reaks inspertion to standard. Commander AR-HRC, ATTN: ARPC-PSV-EE 1 Reserve Way St. Louis, MO 63132-5200	
Communder 303rd MP CO 1401	
APFT Result: PASS V APFT Date (YYMM): 0606	Height: 72 Weight: 185 Meet HTANT Standards?



DA1059 Block 15

Work Flow: ☑ Blocks 1 - 10 • ☑ Blocks 11 - 14 • ☑ Block 15 • ■ Signed
Actions: View Entire Form • Save & Forward • Request Signatures • Print View

CHAYE BRYAN L Current Status: Min Req Data Entered

	15. Authe	ntication				
a. Typed Name, Grade, Branch	, and Title of Preparing Officer			Date and Signature		
Preparin	g Officer			This item will be completed automatically if doing		
CPT, AR	, SGI			electronic signatures or it will be written manually if		
				doing paper copies.		
b. Typed Name, Grade, Branch	, and Title of Reviewing Officer			Date and Signature		
Reviewi	ng Officer			This item will be completed automatically if doing		
LTC, AR	, CDR			electronic signatures or it will be written manually if		
				doing paper copies.		
c. Student Date and Signature This item will be completed	automatically if doing electronic signatures or it wil	l be writte	en manually	if doing paper copies.		
Administrative Contact and Tra-	oking Info (This must be filled in if you are using electronic	signature	and distribut	ion)		
Preparing Officer AKO User ID	jeffrey.shiley					
Reviewing Officer AKO User ID	john.a.fraser					
Student AKO User ID	effrey.shiley					



The AKOID must be entered for the Preparing Officer, Reviewing Officer, and Student if using electronic signatures and distribution.

Print View of Official Form

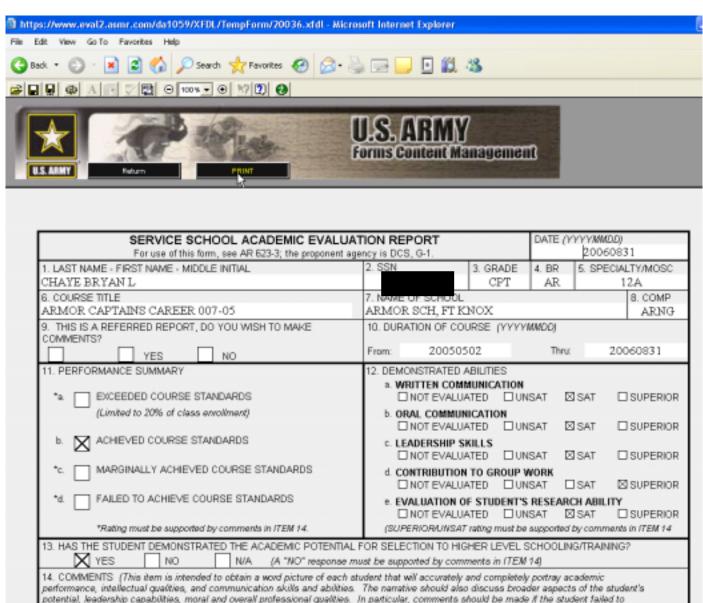
respond to recommendations for improving academic or personal affairs.)

o Demonstrated a high degree of improvement throughout the course.

a Diseilant de la critica estituda

Select Print View on the toolbar on the DA Form 1059 entry page. You must have the free PureEdge Viewer version 6.5 or higher installed on your computer to view the form. Note that the first box in block 9 is checked only if this IS a referred report. The Yes/No boxes

Note that the first box on the left in block 9 is checked only if this IS a referred report. The Yes/No boxes are for the student to indicate if he/she will be submitting comments for a referred report.



Save and Forward to Initiator

<u>H</u>	lome • Initi	iator • <u>ToDo List</u> •	Set Up a Tem	<u>nplate • Help • AF</u>	R 623-3 • ATF	RRS Help Desk•	ATRRS H	<u>lomepaqe</u>	
		Work Flow:	Blocks 1 - '	<u> 10</u> - 💌 <u>Blocks</u>	<u>11 - 14</u> • 👿	Block 15 • 🔳 Sig	<u>ined</u>		
		Actions: <u>View E</u>	ntire Form • 9	Save & Forward	- Request S	iignatures • <u>Pri</u> r	t View		
CHAYE BRYAN L	C	urrent Status: N	Min Req Data	a Entered					
AKO ID of the next user: jeffrey.shiley Send Email Notice									
	Remarks:	Please review prior	to requesting si	gnatures.				<u>^</u>	
				Save And Forw	/ard				
		RVICE SCHOOL use of this form, see A						Date (^^^/MMDD) 20060831	
1. Last Name - First Name	- Middle Init	ial	2. SSN			3. Grade	4. BR	5. Specialty/MOSC	
CHAYE BRYAN L						СРТ	AR	12A	
6. Course Title					7. Name of Sc	; hool		. [8	3. Comp
ARMOR CAPTAINS CARE	ER 007-05				ARMOR SCH	ET KNOX			ARNG V

Each user can forward the DA Form 1059 record to anyone with a valid AKO account. This allows schools to use any routing path they choose. The forwarded DA Form 1059 appears in the ToDo list of the next user.

Initiator Views Roster to Check Status

Home • Initiator • ToDo List • Set Up a Template • Help • AR 623-3 • ATRRS Help Desk • ATRRS Homepage

Current Classes

Sort By: O Start Date O End Date

FY	School	Course	Phase	Class	Start Date	End Date	
2005	171	2-17-C23 (DL)	1	005	3/1/2005 12:00:00 AM	6/30/2006 12:00:00 AM	<u>View Roster</u>
2005	171	2-17-C23 (DL)	1	006	4/1/2005 12:00:00 AM	7/31/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	007	5/2/2005 12:00:00 AM	8/31/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	008	6/1/2005 12:00:00 AM	9/29/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	009	7/1/2005 12:00:00 AM	10/31/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	010	8/1/2005 12:00:00 AM	11/30/2006 12:00:00 AM	View Roster
2005	171	2-17-C23 (DL)	1	011	9/1/2005 12:00:00 AM	12/15/2006 12:00:00 AM	View Roster
1			_				

Choose a different class:

FY: School: Course: Phase: Class: View Roster

FY: 2005 SCH: 171 CRS: 2-17-C23 (DL) Phase: 1 CLS: 007

Name	Status	Version	Remarks	DA Form 1059 Location	As of Date	
CHAYE BRYAN L	Min Req Data Entered	MAR2006	Please review prior to requesting signatures.	jeffrey.shiley@us.army.mil	6/29/2006 10:02:17 PM	Open DA Form 1059
KRESS RYAN A	Working	MAR2006		jeffrey.shiley@us.army.mil		Open DA F 1059
1						





Distribute DA1059's

Request Signatures

Home • Initiator • ToDo List • Set Up a Template • Help • AR 623-3 • ATRRS Help Desk • ATRRS Homepage

Work Flow: ▼ Blocks 1 - 10 • ▼ Blocks 11 - 14 • ▼ Block 15 • ■ Signed									
YFOIR I IOW.	DIOCKS 1 - 10 - C. DIOCKS	<u> </u>	<u> </u>	<u>1164</u>					
Actions: <u>View</u>	v Entire Form • Save & Forwar	d • <u>Unlock f</u>	or Editing • Print	√iew_					
Status updated to Pending Signatures. This record is now in the Preparing Officer's Pending Signature list. CHAYE BRYAN L Current Status: Pending Signature									
	SERVICE SCHOOL ACADEMIC EVALUATION REPORT For use of this form, see AR 623-1; the proponent agency is MILPERCEN Date (************************************								
1. Last Name - First Name - Middle Initial	2. SSN		3. Grade	4. BR	5. Specialty/MOS	С			
CHAYE BRYAN L			СРТ	AR	12A				
6. Course Title		7. Name of Sc	hool			8. Comp			
ARMOR CAPTAINS CAREER 007-05		ARMOR SCH	, FT KNOX			ARNG 💌			
9. Referred Report			10. Duration of Cour	se (YYYY)	MMDD)				
○ Yes ● No			From: 20050502		Thru: 20060831				

Save Work

Use Request Signatures to initiate the electronic signature process. Open the DA Form 1059 and click Request Signatures on the toolbar. The record is placed in a Pending Signature status and placed in the Preparing Officer's Pending Signature List which is part of the ToDo list page. The record is locked and an electronic version of the form is created and stored on the server. The routing order for signatures is Preparing Officer, Reviewing Officer, and student. All 3 must have a CAC, CAC Reader, and the PureEdge Viewer version 6.5 or greater. Routing is automatic. After the Preparing Officer signs, the record is placed in the Reviewing Officer's Pending Signature list. After the Reviewing Officer signs, an email is sent to the student containing instructions and a link to a page that opens up the DA Form 1059 after they log in with their AKO credentials. The AKOID of the Preparing Officer, Reviewing Officer, and student must be entered in the Block 15 section of the form in order to perform electronic signature routing.

Home • Initiator • ToDo List • Set Up a Template • Help • AR 623-3 • ATRRS Help Desk • ATRRS Homepage

Go to the ToDo list and select Sign DA Form 1059. Make sure you CAC is inserted in your CAC reader.

Working DA Form 1059's

Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	
NOV77	BROWN SEAN M	2-17-C22	003		6/20/2006 3:47:25 PM	2004-10-01	Open DA Form 1059
NOV77	BURNS EDWARDD L	2-17-C22	003		7/16/2004 8:12:55 AM	2004-10-01	Open DA Form 1059
NOV77	DUFF JARED R	2-17-C22	003		8/11/2004 7:15:49 PM	2004-10-01	Open DA Form 1059
NOV77	FORD ROBERT	2-17-C22	003		8/11/2004 7:15:49 PM	2004-10-01	Open DA Form 1059
NOV77	GANCI DANIEL M JR	2-17-C22	003		8/11/2004 7:15:49 PM	2004-10-01	Open DA Form 1059
1 <u>2</u>							

Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	
MAR2006	KRESS RYAN A	2-17-C23 (DL)	007		6/29/2006 9:42:28 PM	20060831	Open DA Form 1059
1							

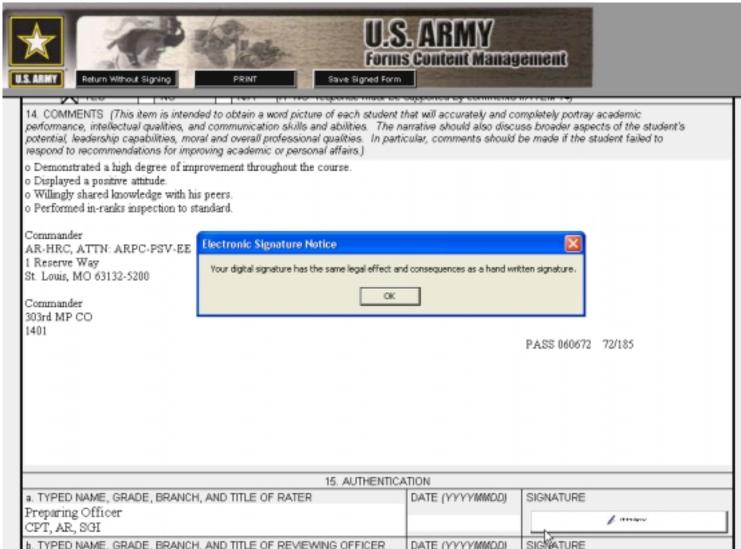
Forwarded DA Form 1059's

Version	Name	Course	Class	Forwarded To	Date Forwarded	Class End Date	
NOV77	BROWN SEAN M	2-17-C22	003	jeffrey.shiley@us.army.mil	6/20/2006 3:47:25 PM	2004-10-01	Reroute DA Form 1059
1							

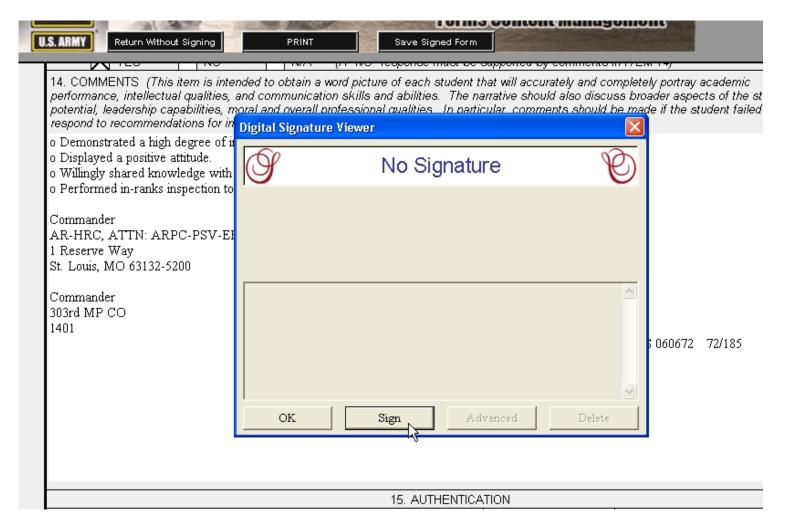
DA Form 1059's Pending Signature

Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	
NOV77	CARTER JOHN F	2-17-C22	003		6/20/2006 10:09:52 AM	2004-10-01	Sign DA Form 1059
1							

Version	Name	Course	Class	Remarks	Date Assigned	Class End Date	
MAR2006	CHAYE BRYAN L	2-17-C23 (DL)	007	Awaiting Preparing Officer Signature	6/29/2006 10:09:43 PM	20060831	Sign DA Ferm 1059
1							4)



Select the appropriate signature button. Click OK on the prompt.



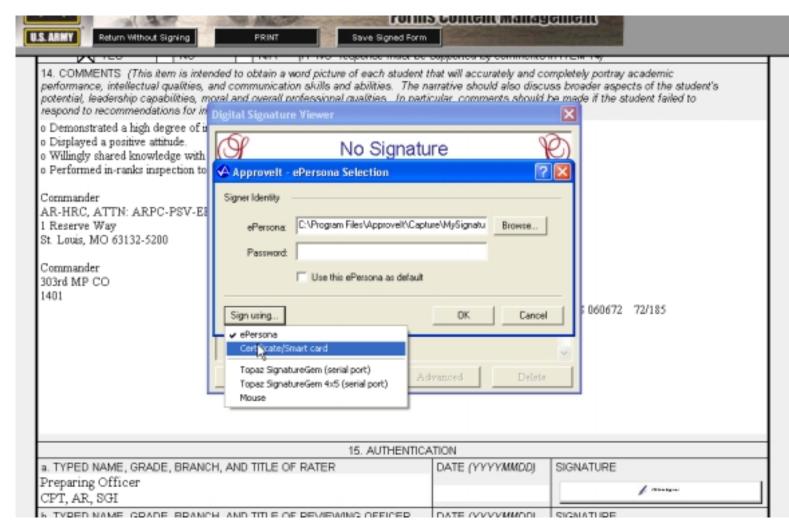
Select the Sign button.

Forms Content Management

Return Without Signing Save Signed Form 14. COMMENTS (This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for in Digital Signature Yiewer, Select the MySignature.cps o Demonstrated a high degree of it 60 o Displayed a positive attitude. No Signaturo o Willingly shared knowledge with Approvelt - Open ePersona File o Performed in-ranks inspection to ▼ ← 🗈 📸 頭・ Look in: Capture Commander Dawndemo401.cps AR-HRC, ATTN: ARPC-PSV-E 3ohndemo401.cps 1 Reserve Way St. Louis, MO 63132-5200 AMySignature.cps Commander folder. 303rd MP CO 1401 060672 72/185 File name: MySignature.cps Open Files of type: ePersona Files (".cps) Cancel 15. AUTHENTICATION a. TYPED NAME, GRADE, BRANCH, AND TITLE OF RATER DATE (YYYYMMOO) SIGNATURE

file and click open. This file is automatically created when you install the PureEdge Viewer. By default, it is stored in the **Program** Files/ApproveIt/Capture

Prengring Officer



Select Sign Using button and then choose Certificate/Smart card

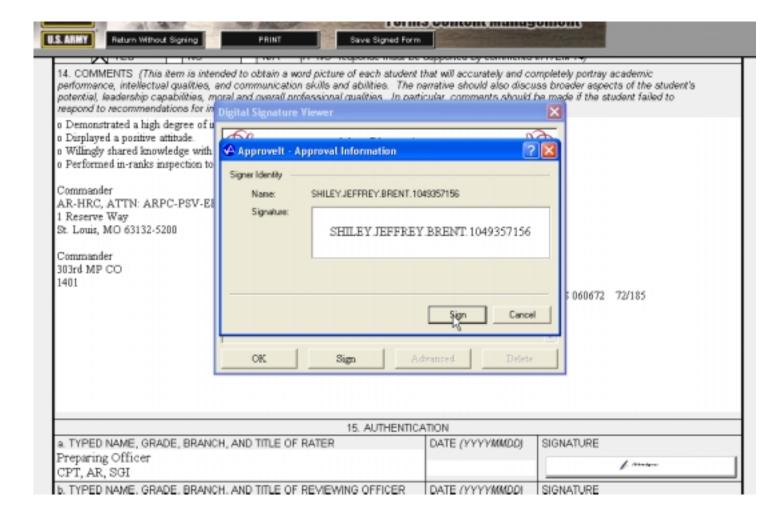
Save Signed Form

Return Without Signing

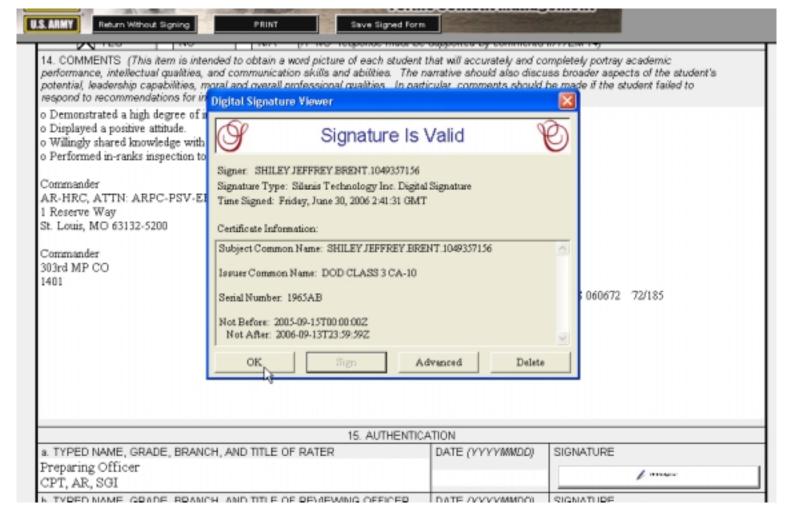
Forms Content Management

14. COMMENTS (This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for in Digital Signature Viewer o Demonstrated a high degree of it o Displayed a positive attitude. Approvelt - Certificate Selection o Willingly shared knowledge with o Performed in-ranks inspection to Please select the certificate you wish to use to approve the document. Subject lequer Commander AR-HRC, ATTN: ARPC-PSV-EF SHILEY OFFREY BRENT 104935... DOD CLASS 3 EMAIL CA-10 1 Reserve Way St. Louis, MO 63132-5200 Commander 303rd MP CO 1401 Use this certificate as default Details. 060672 72/185 0K Cancel Sign using. to your browser. OK. Sign. 15. AUTHENTICATION a. TYPED NAME, GRADE, BRANCH, AND TITLE OF RATER DATE (YYYYMMDD) SIGNATURE Preparing Officer 1 men CPT. AR. SGI TYPED NAME CHARE BRANCH AND TITLE OF DEVICIONS OF

Select your certificate and click OK. If your certificate does not show up in this prompt, then it may be because you have not exported it to your browser. There should be a menu option in your CAC Reader software to export your certificates



Click the Sign button.



Click the OK button.

Save Signed Form

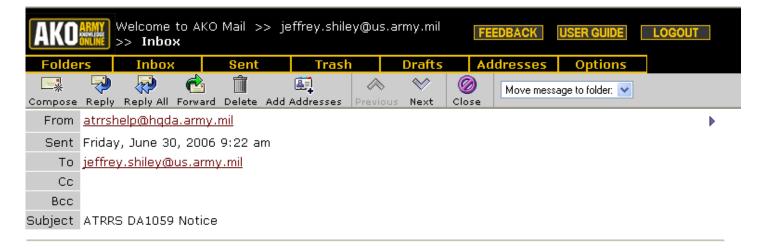
Return Without Signing

rvi iliə contont manayonlont

14. COMMENTS (This Item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs.) o Demonstrated a high degree of improvement throughout the course. o Displayed a positive attitude. o Willingly shared knowledge with his peers. o Performed in-ranks inspection to standard. Commander AR-HRC, ATTN: ARPC-PSV-EE 1 Reserve Way St. Louis, MO 63132-5200 Commander 303rd MP CO 1401 PASS 060672 72/185 list. 15. AUTHENTICATION a. TYPED NAME, GRADE, BRANCH, AND TITLE OF RATER DATE (YYYYMMDD) SIGNATURE Preparing Officer SHILEY JEFFREY BRENT 10493571 20060629 CPT, AR, SGI b. TYPED NAME, GRADE, BRANCH, AND TITLE OF REVIEWING OFFICER DATE (YYYYMMOD) SIGNATURE

Click the Save Signed Form button. The electronic form will be saved to the server and the record will be placed in the Reviewing Officer's Pending Signature box. You will be returned to your ToDo

After the Reviewing Officer signs the form, an email is sent to the student instructing him/her to sign the DA Form 1059. The link provided in the email takes the student to a login page separate from the main DA Form 1059 system. Once the student logs in, the electronic DA Form 1059 is displayed for signature.



You have been requested to electronically sign a DA Form 1059

for course: ARMOR CAPTAINS CAREER 007-05. Please go to

https://www.eval2.asmr.com/da1059/StudentLogin.aspx?DA1059ID=20036 to access your DA Form 1059. In order to sign your DA Form 1059, you will need your CAC, a CAC reader, and the PureEdge viewer. Instructions are available on the site.

Please do not reply to this system generated message. Direct questions regarding this DA Form 1059 to your instructor. Direct questions about the DA Form 1059 Website to the ATRRS Help Desk atrrshelp@hqda.army.mil.





"The Link To A Trained And Ready Force"

DA Form 1059 Preparation Module

Help - AR 623-3 - ATRRS Help Desk - ATRRS Homepage

DA Form 1059 Preparation Module

Please log in with your AKO credentials in order to sign your DA Form 1059		
AKO User Name: **Your User Name is the first half of your.		Log On fress is first.last@us.army.mil then your User Name is first.last).

The student logs in with AKO credentials.

The student signs the form and clicks the Save Signed Form button.







"The Link To A Trained And Ready Force"

DA Form 1059 Preparation Module

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Thank-you for signing your DA Form 1059.

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<u>DoD Warning and Usage Statement</u>

The process is complete and the form is ready for electronic distribution.